

UMATILLA COUNTY

EMPLOYMENT OPPORTUNITY

UMATILLA COUNTY DEPARTMENT OF HUMAN RESOURCES

County Courthouse, 216 S.E. 4th Street, Pendleton OR 97801

Phone: (541) 278-6282 - Fax: (541) 278-6374

TDD (Hearing Impaired): (541) 278-5467

AN EQUAL OPPORTUNITY EMPLOYER

August 2, 2017

17-39

POSITION ANNOUNCEMENT

POSITION: Office Assistant II
POSITION #: 17-39
DEPARTMENT: Public Health (Pendleton)
SALARY: \$2,389.00/Month to start
Plus excellent benefits
CLOSING: Aug. 23rd, 2017 (5:00 PM)

DESCRIPTION: Provides secretarial support and assistance to the Wellness and School Health Supervisor, Nurses, Medical Practitioners, and Mental Health Providers.

REQUIREMENTS:

- High school graduate required; prefer additional college-level coursework in secretarial or office administration fields.
- Must possess a thorough knowledge and have at least two (2) years' experience in all aspects of program support, advanced secretarial and clerical functions.
- Knowledge of accounting procedures and ability to use a ten-key calculator/adding machine.
- Ability to deal with the public in a pleasant, calm, tactful manner.
- Ability to maintain confidentiality.
- Ability to learn and apply office procedures to work situations.
- Ability to keyboard accurately.
- Possess good spelling skills.
- Possess good verbal and written communication skills.
- Ability to follow verbal and written instructions.
- Good organizational skills.
- Possess a valid Oregon driver's license with a satisfactory driving record.
- Must report to clinic scheduled, unless instructed otherwise, at the beginning of the work day.
- Obtain current certification in cardiopulmonary resuscitation (CPR) within 12 months of hire (offered through UCo Health).

HOW TO APPLY: Use of Umatilla County application is MANDATORY. Anyone who qualifies for Veterans' Preference in Public Employment provided for in OAR 839-006-0435; please include proper certification (OAR 839-006-0465) with your application. Any applicant with a disability who needs reasonable accommodation in any step of the application or hiring process to assist or to demonstrate qualifications or to perform the essential functions of the job for which the applicant is applying should inform the Human Resources Department. This job announcement is not intended to serve as a comprehensive job description. Blank applications and a complete job description can be obtained on our website at www.umatillacounty.net or the Human Resources Office, Room 108. Applications will be accepted by hand delivery, mail, fax, or email to hr@umatillacounty.net.